

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
COMMUNITY SERVICE OFFICER I

DEFINITION:

Under immediate supervision, in a training capacity, to perform the more routine community service and non-hazardous police functions; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the entry level class in the Community Service Officer series. This class differs from the next higher level, Community Service Officer II, in that the latter performs a variety of more difficult, journey-level Community Service Officer tasks under general supervision.

*** EXAMPLES OF DUTIES:**

- Responds to requests for non-hazardous police services;
- Takes reports of misdemeanors such as lost valuables, petty thefts, and malicious mischief where there are no immediate suspects;
- Makes searches for lost children and evidence;
- Checks reports of health and safety hazards in the community;
- Protects crime scenes from bystanders;
- Transports seized, found, lost, or abandoned property or evidence, non-injured accident victims, witnesses, victims of crimes, and police personnel;
- Investigates minor traffic collisions and assists at vehicle accident scenes,
- Interviews and records information from victims and witnesses, and prepares accident reports;
- Inspects regulated businesses which sell used merchandise;
- Issues misdemeanor citations for improprieties, and places holds on stolen property;
- Installs hidden cameras and alarms, and performs fixed post surveillance;
- Interviews witnesses and prepares identification composites;
- Reports observed crimes in progress that require immediate police attention;
- Provides information to the public relative to community alert programs, crime prevention programs, and referral information to the appropriate social service agencies;
- Conducts security checks of residences;
- Issues parking citations.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

High school graduation or a State of California accredited equivalency. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.